

WAIS, Inc.

STAFF MEETING AGENDA

August 22, 1994

- I. Weekly Business Reports
 - A. Sales
 - B. Accounts Receivables
 - C. Human Resources / Administration
 - D. Product Development
 - E. Services Development
- II. Meeting Objective
 - Support*
- III. Issues for the Week
 - Caslon Kahle
- IV. Summary

8/15/94 Meeting Minutes

AR:

\$70K received

Sales:

MTD bookings: \$70K

HR/Admin:

Mtg. between Dia and John

Attic/office move completed

Development:

WAISexec relevance feedback

Preliminary Beta documentation 1-2 weeks, V. 2

V. 2 Protocol server

Testing for Beta

WAIS Forwardar Manual new version

Adobe Acrobat

DJ - Dan / JD / BIC conf call 8/23
↓
Procedure write-up - Dan

Services:

Scholastic maintenance contract

AOL spec. started

DJ WAISGate

\$5000 / month DJ 5 months

3k - scholastic

CMP NY - Thurs.

Sun - 300+ web servers

Support Mtg.

Toshiba Mtg. in Oct. ?

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DJ WAISGate

Week	New	Booking \$	MTD	August	% of MTD	YTD	YTD Bookings	% of YTD	% of FY95
Ending:	Orders	New Orders	Booking \$	Bookings	Goal	Booking \$	Quota	Goal	Goal
	By Week	By Week		Quota					
8/5/94	2	\$35,000.00	\$35,000.00	\$167,000.00	20.96%	\$117,000.00	\$334,000.00	35.03%	3.90%
8/12/94	2	\$35,000.00	\$70,000.00	\$167,000.00	41.92%	\$152,000.00	\$334,000.00	45.51%	5.07%
8/19/94	4	\$119,750.00	\$189,750.00	\$167,000.00	113.62%	\$271,750.00	\$334,000.00	81.36%	9.06%
8/26/94			\$189,750.00	\$167,000.00	113.62%	\$271,750.00	\$334,000.00	81.36%	9.06%

Weekly Bookings Log - August 1994

Accounts Receivable Report ** 8/22/94 4:15 PM ** COMPANY CONFIDENTIAL

Customer (City, State)	Invoice #	Invoice Date	Terms	IN	Committed	September	October	November	Balance	Last Action	Next Action
Products											
New York Law Publ	NYL001	6/7/94	Net30	\$15,000						Check Rec'd 8/11/94	
US Dept of Comm	DOC001	6/21/94	Net30						\$21,000	Voicemail- pay 15k earlier?	Call this week
Novix	NVX001	6/28/94	Net30	\$6,500						Check Rec'd 8/12/94	
PacBell	PCB001	7/6/94	Net30	\$10,000						Check Rec'd	
Cambridge Info	CSA002	7/6/94	Net30		\$12,000					Trying to pay in August	
USGS	USG001	7/11/94	Net30				\$15,000			On hold- Partial payment a possibility?	
NASA GSFC	NSA001	7/18/94	Net30		\$15,000					Check in mail on 8/22 per A/P Dept	
Draper Labs	DPR001	8/3/94	Net30			\$15,000				Recently mailed invoice	Try to get payment in Aug
TASC	TSC001	8/5/94	Net30			\$20,000				Recently mailed invoice	Try to get payment in Aug
Sandia NL (Albuquerque, NM)	SNL001	8/17/94	Net30			\$15,000					
Martin Marietta (Oak Ridge, TN)	MMI001	8/17/94	Net30			\$17,750					
WestLaw	Renewal			\$10,000							
EG&G (Idaho Falls, ID)	EGG003	8/22/94	Net30			\$5,000				Pd support & maintenance renewal	
				\$41,500	\$27,000	\$72,750	\$15,000	\$0	\$21,000		
Information Services											
Dow Jones	N/A					\$5,000	\$5,000	\$5,000			
Intel	INT002	7/5/94	Net30	\$10,000						Paid	
Scholastic	SCH001	7/22/94	Net30		\$25,000	\$3,000	\$3,000	\$3,000		To be paid in August per Susan Mernit	Check on status 8/23
AOL	AOL001			\$25,000						Paid	
OMP	N/A				\$15,000	\$13,200	\$25,000	\$34,400		Total- 102.6????	
				\$35,000	\$25,000	\$8,000	\$8,000	\$8,000	\$0		
Contracts											
RJO/DTIC	RJO002	8/2/94		\$13,968							
PRC/Open Source	PRC005	1/6/94	60-90						\$12,150	Need info from Dan before calling Ed N.	Get info & call this week
RJO/DTIC	RJO005	3/28/94	60-90			\$1,988				8/22 to be pd in Sept by RJO per JC	Call JC by 9/6
RJO/DTIC	RJO004	3/28/94	60-90			\$4,755				8/22 to be pd in Sept by RJO per JC	Call JC by 9/6
RJO/DTIC	RJO003	3/28/94	60-90			\$400				8/22 to be pd in Sept by RJO per JC	Call JC by 9/6
RJO/DTIC	RJO006	4/4/94	60-90			\$2,963				8/22 to be pd in Sept by RJO per JC	Call JC by 9/6
RJO/DTIC	RJO007	4/30/94	60-90			\$2,100				8/22 to be pd in Sept by RJO per JC	Call JC by 9/6
RJO/DTIC	RJO008	6/1/94	60-90				\$1,200			8/22 - not yet approved by Huddy?	
RJO/DTIC	RJO009	7/1/94	60-90					\$2,063		8/22 - not yet approved by Huddy?	
				\$13,968	\$0	\$12,205	\$1,200	\$2,063	\$12,150		
Total In for Current Month	This month Committed	Total this month In & Committed	Forecasted September	Forecasted October	Forecasted November	Forecasted for Beyond Nov	Total Receivables				
\$90,468	\$52,000	\$142,468	\$92,955	\$24,200	\$10,063	\$33,150	\$445,303				
Dollars Collected for Month-to-date (Aug)	Current Month Revenue Quota	% of MTD Attainment	\$ Collected YTD FY95	Revenue Quota YTD	% of YTD Attainment						
\$90,468	\$167,000	54.17%	\$184,468	\$3,000,000	6.15%						